
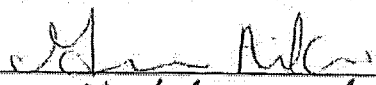
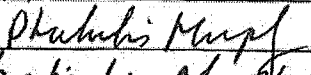


EXHIBIT D

 APPLICATION ACCESS REQUEST FORM			
PART A – USER INFORMATION – PRINT CLEARLY			
<input checked="" type="checkbox"/> New System User <input type="checkbox"/> Change/Update <input type="checkbox"/> Delete User			
Last Name:	First Name:	Novell User ID (Mandatory):	Pass No:
Aiken	Geneva	U316Q09	M38291
Division/Depot/Facility:		R/C (Mandatory):	Title:
Buses West Farms			SLD
Email:		Telephone No:	Work Cell (if Applicable):
geneva.aiken@nyct.com		REDACTED	
PART B – DOBIC APPLICATION ACCESS REQUEST			
Select a DOB Application as show below: Then indicate which depot you require access to. If you need BCC access select "BCC". Next select as Profile e.g. – BCC Manager, 19A Dispatcher, Yard Dispatcher, etc.			
<input type="checkbox"/> ALPS (Sick Leaving Tracking)	Profile:	Depot:	
<input checked="" type="checkbox"/> Accidents and Convictions (Training and Safety)	Profile:	Depot:	
<input checked="" type="checkbox"/> Briefs (Please indicate MTA or OA/TA)	Profile:	Depot:	
<input checked="" type="checkbox"/> Yard Dispatcher Road Call Data Entry System	Profile:	Depot:	
<input type="checkbox"/> Road Call (Please indicate MTA or NYCT)	Profile:	Depot:	
<input checked="" type="checkbox"/> Check Rides Request	Profile:	Depot:	
<input type="checkbox"/> Synopsis	Profile:	Depot:	
<input checked="" type="checkbox"/> LENS (DMV Alerts)	Profile:	Depot:	
<input type="checkbox"/> Other	Profile:	Depot:	
PART C – REQUIRED SIGNATURES			
User's Signature: 		Date: 2-1-17	
Supervisor's Signature: 		Date: 2/1/17	
Supervisor's Name: Phakeshia Murphy		Pass No: M33156 Tel: 718-315-7572	
PART D - ADMINISTRATOR USE ONLY			
User ID: _____		Create / Mod / Disable Date: _____	
Admin Name: _____		Admin Signature: _____	

E-mail completed and signed form to the IT Service Desk South at ITServiceDeskSouth@mtahq.org

Your ticket will then be routed to the EA BUS APPS SECURITY REQUEST Resolver Group for processing



Information Technology

Folder Access / Move Modification Form

Date: 1/24/17User's name (Last, First, M.): Asker, AndrewDept: BusesPass Number / BSC ID / If Contractor N/A: M3324 / 9193118Title: SLDPhone Number
REDACTED

Room/Cubicle: _____

Work Location: West FarmComputer Asset Tag Number MTAA

User ID / AD Account (Required): _____

☒ Request for Shared Drive
Permissions

Please check one:

☐ Add Shared
Drive
Permissions

☐ Modify Shared
Drive
Permissions

☐ Remove
Drive
Permissions

(If User is moving to another Department, i.e. moving from Department of Buses to Department of Subways)

Shared Drive Full Share Path
Information (Required)
Bus share // Transit (NYCT) (T)
WFR - Depot
☐ Read Only

☐ Read & Write
UserID to Clone for Shared Drive Permission: _____

(If User is moving to another Department, i.e. moving from Department of Buses to Department of Subways)

Moving
From: _____Moving
To: _____

Part B - USER ACKNOWLEDGMENT

I acknowledge that I have received and read NYC Transit LAN Operating Procedures ISC024 (available on TENS). By signing this Request Form I agree to abide by this Operating Procedure. I also acknowledge that any tasks performed on the NYCT LAN/WAN and e-mail are subject to monitoring by ICSS. Note that using the network resources for non-business related purposes could result in your access being revoked and/or disciplinary action.

User's Signature: [Signature]Date: 1/24/17

Part C - DEPARTMENT HEAD (Data Owner) APPROVAL

Print Manager's Name and Title:

Phakshia Murphy 6555

Pass Number:

M33156Phone Number: 718-319-7572Dept.: Buses

Address:

1100 E. 177th St. Bx 1, NYSignature: [Signature]Date: 1/31/17Upon approval, forward to (IT Service Desk) by e-mail (scanned copy) to ITServiceDeskSouth@mta.org

MTA, Information Technology Department

Reyes, Emilio

From: Aiken, Geneva
Sent: Monday, October 16, 2017 5:32 AM
To: Reyes, Emilio; Caminero, Alfredo
Subject: Authorized Personnel

Good day GS Reyes. As per our conversation Friday night in reference to the copy machine when I was asked by other staff members (four) to enter General Office to make copies. Due to sign on crew and general door entrance which I consciously abided and being the only dispatcher in crew and general office at the time I secured the area. Also GSS office door is always open during hawk hours as well. However, I was never asked to make copies at the time as I had BO at window for schedule pullouts.

If you will I request something in writing who is allowed in crew and general area doing hawk hours.